# WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes, August 4, 2008

**Present:** Kay Hodges, Alain Traig, Bud Goding

**Excused absence:** Tom Pavao, Jorel Difuntorum

Staff: Sandra Briggs, Carol Beckham; Sue Bigelow

The meeting was called to order by President Bud Goding at 7:35.

I. Welcome Visitors

The Board welcomed Bobby Harris.

II. Public Comment

Mr. Harris said he had written about the Library Strategic Plan in his blog and will continue to do so.

III. Review of Agenda

It was agreed to change the order of the agenda so that consideration of strategic planning would be discussed last.

IV. Approval of Minutes

The minutes of July 7 were corrected; Bud Goding's name was removed from the list of those present. Alain moved and Kay seconded that the minutes be approved as corrected. Motion carried. Alain moved and Kay seconded that the minutes of July 12 be approved as presented. Motion carried.

V. Communications

Sandy distributed copies of the library's Calendar of Events for August. Carol Davis posts the calendar on the library website and it is available at all service desks.

She presented two thank you letters to be signed by the President of the Board, one to magician Alex Gonzalez for his donation of an extra performance for Summer Reading, and to the Eagles for their donation of \$1,000 for large print books. A sign will be posted in the large print section acknowledging their donation.

She received a response from Public Works regarding putting up library directional signs. It will cost around \$5,000 for signs, labor and permits, and she suggested using Measure E funds.

She received a CALTAC newsletter and a catalog of Board resources.

There has been extensive coverage in the Daily Democrat, including articles on the library as cooling center, tutor training, an editorial on strategic planning, an announcement of author event with Jennifer Traig and an article reporting on the event, an overview of Friends of the Library activities over the past year, and interviews with Sandy on Summer Reading for children, and with Carol Davis on Summer Reading for adults and Brown Bag Book Club.

## VI. Old Business

B. Receive update on building maintenance and signage
Good progress has been made on the stucco and window project.
The contract specifies completion by August 23, with a \$500/day penalty if not completed on time, so Sandy expects it to be completed by then.

- C. Receive update on Literacy Coordinator position
  Sandy and the Human Resources Department examined the nine applications that were received; only one applicant, Sue Bigelow, met the qualifications. Sandy recommended that she be hired, and the process will be finalized soon. Sue presented a copy of the Literacy Service report to the State Library for January June, 2008. In that time period, 123 adult learners participated in the program and logged 1,927 hours of learning.
- D. Discuss library expansion project
  Bud suggested postponing this discussion to the next meeting and the Board agreed.

## VII. New Business

A. Consider staffing direction

Sandy said there have been scheduling changes, and change inherently produces discomfort. She appreciated Carol Beckham's support in looking at staff coverage on service desks. Since four Library Page positions were recently lost through resignations and not filled, there is less flexibility, so Carol led a discussion at staff meeting about all staff working from 9:00 to 6:00 rather than staggered staffing starting at 8:00. This would give better coverage of service desks during the dinner hour. Sandy commended Dana Levine for her tenacity and patience while scheduling all staff and service desks. Sandy is concerned about pages covering service desks and is looking at expectations of what tasks and skills are needed for the desks. She is preparing a proposal to the State Library to receive funds for a personnel study which will include how to best use personnel to provide the best service. She will do further examination and in future will make recommendations to the Board. Areas under consideration are on-line electronic acquisitions system and pre-processed materials from vendor for fiction and media. Berta Boegel did a cost of processing a television series on DVD and found that it costs \$26.

- B. Discuss annual report to City Council
- The library's annual report is due at the first Council meeting in September. Sandy presented a proposed PowerPoint presentation which examined myths about libraries, that libraries are irrelevant because of the Internet, and are only important because they are sentimental favorites; and facts about libraries, that the library is "the community living room," that readers make better citizens, and the library builds community. Sandy and Bud will refine the presentation for Bud to present to the City Council.
- C. Determine board meeting schedule for October/vacation
  Because of the Labor Day holiday, September meetings will be
  held on September 8 and 22. October meetings will be October 6 and 20. Both
  Sandy and Bud will be out of the area on October 20<sup>th</sup>.
  VI. Old Business
- A. Consider strategic planning work and set policy direction
  The Board returned to discussion of this topic. Sandy said the
  electrical and mechanical rooms have been cleaned out and guidelines set for
  what can be stored in each. The unfinished storage area off the Leake courtyard
  (commonly called the Sculpture Garden) will be cleaned out in September.

1. What one thing can we do now?

Bud suggested finishing the Sculpture Garden and including storage area for the Rose Club, and fixing the water softener drain. Alain agreed, and said plans for the Sculpture Garden should be contingent on specific plans for how the area would be used. Kay would like to explore pre-processing of materials to improve efficiency and maximize the time of the existing staff. Sandy suggested more self-checkout units and try to get their use up to 50% of checkouts. Bobby Harris asked if there could be two public Internet areas, with one being a quiet area. The Board discussed options, such as scattering the location rather than massing in one area, and checking out laptops to be used in any area. The consensus was to start planning now for how the Sculpture Garden space will be used. Questions include the relocation possibilities for items currently stored in the area, such as shelving and memorial glass blocks; and, how could we dispose of items not needed, such as old chairs. Could they be donated to a local non-profit? Carol said Purchasing Manager Al Mancilla is currently working on a procedure for donating surplus materials.

2. Additional data requested

Sandy presented a chart showing data on target populations, children, youth, adults, seniors and Hispanic, including space devoted, material expenditures, staff programming, collection, circulation and web site.

3. Mission revision

Kay drafted a proposed mission statement based on discussions from the July 12 meeting. It says, "The Woodland Public Library endeavors to serve as the primary information resource for all segments of the community by providing a current and comprehensive variety of printed and electronic materials along with professional librarian guidance and assistance in order to ensure free and efficient access to information, to support and stimulate education, and to increase community awareness, integration and interaction." It will be sent to Jorel and Tom, and to all library staff, and will be discussed at the next Board meeting.

4. Prioritize populations and strategies

Sandy presented information on material expenditures broken down by patron age and material types. She noted a variance between expenditures and circulation; and at the next meeting will provide information regarding cost differentiation between adult and children's material as a factor. VIII. Reports

#### A. Director

Sandy submitted the Fourth Quarter Report, 2008. Most of the information in the report was previously covered during the meeting. If there are any questions from the Board, she will answer them at the next meeting.

#### B. Board

There were no reports.

The meeting was adjourned at 9:50.

The next meeting will be September 8, 2008.

Minutes prepared by Carol Beckham